Instructions for Completing the VECHS Waiver Agreement and Statement Form

PLEASE make sure you follow instructions accurately it aids in faster processing.

Print the instructions and VECHS Form.

Complete section (A) if you have previously been fingerprinted by someone other than Peabody.

1. The previous qualified entity, someone other than Peabody, should be the name of the organization(s) for whom you were previously fingerprinted.
2. The year you were fingerprinted or approximate year.
3. The organization’s address, city, state, and zip code (If known.)

Section (B) should be checked “have” or “have not” by everyone.

4. If you check “have” then complete the text field.

Section (C) should be completed by everyone.

5. TBI/FBI require Peabody to use “volunteer”. It is pre-set for you.
6. SIGN THE FORM WITH YOUR FULL LEGAL NAME
7. Printed Name: Your FULL legal name.
8. Print your full legal name.
9. Your current home address, home city, state, zip.
10. Enter your DOB.

To Email the VECHS correctly:

SCAN the document
Name the VECHS with your VU NET
Attach in an email.
Put your VU NET in the Email subject line. NOTHING else should be in the subject line.
Email the document to:
   1. Brian.Kissack@tn.gov AND
   2. bcoconsents@vanderbilt.edu

PLEASE send it ONE time to those two emails ONLY.
ECHS WAIVER AGREEMENT AND STATEMENT
Volunteer & Employee Criminal History System
for Criminal History Record Checks
under the National Child Protection Act of 1993, as amended

Pursuant to the National Child Protection Act of 1993, as amended, this form must be completed and signed by every current or prospective employee, volunteer and contractor/vendor, for whom criminal history records are requested by a qualified entity under these laws.

I hereby authorize (enter Name of Qualified Entity) Peabody College of Education@Vanderbilt to submit a set of fingerprints through the TBI vendor and this form to the Tennessee Bureau of Investigation (TBI), for the purpose of accessing and reviewing Tennessee and national criminal history that may pertain to me directly from the FBI, pursuant to 28 CFR, Sections 16.30-16.34. By signing this Waiver Agreement, it is my intent to authorize the dissemination of any national criminal history record that may pertain to me to the Qualified Entity with which I am or am seeking to be employed or to serve as a volunteer, pursuant to the National Child Protection Act of 1993, as amended.

I understand that, until the criminal history background check is completed, you may choose to deny me unsupervised access to children, the elderly, or individuals with disabilities. I further understand that, upon request, you will provide me with a copy of the criminal history background report, if any, you receive on me and that I am entitled to challenge the accuracy and completeness of any information contained in any such report. I may obtain a prompt determination as to the validity of my challenge before you make a final decision about my status as an employee, volunteer, contractor, or subcontractor.

A national criminal history background check on me is being requested by: Peabody College of Education/Vanderbilt

Name of Previous Qualified Entity: ___________________________ Year of Request: ___________________________
Address: ____________________________________________
City: ___________________________ State: ___________________________ Zip: ___________________________

(B) I □ have OR □ have not been convicted of a crime.

If convicted, describe the crime(s) and the particulars of the conviction(s) in the space below:
(C) I am a current or prospective (check one):

Employee ☐ Volunteer ☑ Contractor/Vendor ☐

Signature:_______________________________________________ Date:______________

Printed Name:____________________________________________

Address: _________________________________________________

City: ____________________________ State:_______ Zip:___________

Date of Birth: ___________________

TO BE COMPLETED BY QUALIFIED ENTITY:

Entity Name: Peabody College of Education and Human Development at Vanderbilt University

Address: 1212 21st Ave South

City: Nashville State: TN Zip: 37212

Telephone: (615) 343-6018 Fax Number: _

TBI Transaction Number: ____________________________

ORIGINAL MUST BE RETAINED BY QUALIFIED ENTITY
COPY MUST BE SUBMITTED TO TBI